

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 9

May 10, 2011

**SUBJECT: SEIZURES OF LARGE QUANTITIES OF CONTROLLED SUBSTANCES  
IN EXCESS OF THIRTY POUNDS - REVISED**

**PURPOSE:** When narcotics evidence seizures in excess of 30 pounds occur, criminalists assigned to the Hazardous Chemical Team, Scientific Investigation Division (SID), assist officers with the collection of samples for analysis, weight determination, fingerprinting, photographing and packaging of the evidence, prior to the transporting and booking of evidence by the officers at Property Division. This Order revises Section 4/540.75, *Seizures of Large Quantities of Controlled Substances in Excess of Thirty Pounds*, of the Department Manual to provide instructions on how controlled substances should be listed and identified on a Property Report, Form 10.01.00.

**PROCEDURE:** Department Manual Section 4/540.75, *Seizures of Large Quantities of Controlled Substances in Excess of Thirty Pounds*, has been revised to read as follows:

**I. OFFICER'S RESPONSIBILITIES.** Officers that seize quantities of a controlled substance in excess of 30 pounds net weight, which are to be booked into Property Division, shall be responsible for the following:

- \* Immediately notify the Complaint Unit, Gang and Narcotics Division (GND), and the Hazardous Chemical Team, SID. When GND or SID is closed, notification shall be made to the Detective Information Desk, via Real-Time Analysis and Critical Response Division; and,

**Note:** When booking Phencyclidine (PCP) in a one-half gallon or larger container or when there is a total volume of one-half gallon or more of PCP, officers shall comply with Section 4/540.72 of the Department Manual.

- \* Complete a Property Report in compliance with the following procedures:
  - a. The seizure shall be photographed by SID to reasonably demonstrate the total amount of the suspected controlled substance seized and to be destroyed;
  - b. The Scientific Investigation Division's Photo Lab Unit control number shall be referenced at the beginning of the Property Report;

**Note:** If a control number for the photograph(s) was not obtained during the completion of the Property Report, a Follow-Up Investigation Report, Form 03.14.00, adding the control number to the Property Report, shall be completed.

- c. The gross weight of the suspected controlled substance shall be determined either by actually weighing the suspected controlled substance or by estimating the weight after completing dimensional measurements of the total suspected controlled substance, and by clearly identifying the controlled substance on the Property Report;
- d. The first item(s) on the Property Report shall be a minimum of 10 pounds, and not to exceed 30 pounds of the suspected controlled substance;

**Note:** If the suspected controlled substance is marijuana, the 10-pound item may include stalks, branches, or leaves.

- e. The next item(s) on the Property Report shall be a minimum of five random and representative samples from the total remaining suspected controlled substance items, be documented pursuant to subsection (f) in this Order, and be clearly identified as samples;

**Note:** If the suspected controlled substance is marijuana, the five random samples shall include leaves or buds. If the seizure was recovered from multiple locations, ensure that the samples provided are from a variety of locations (e.g., garage, bedroom, or living room).

- f. The next item(s) on the Property Report shall be the remaining suspected controlled substance items; and,
- g. The final item(s) on the Property Report shall be the remaining non-narcotic evidence.

## II. SCIENTIFIC INVESTIGATION DIVISION'S RESPONSIBILITIES.

When criminalists from SID are notified of the seizure of a controlled substance in excess of 30 pounds net weight, which is going to be booked into Property Division, they shall respond to the location where the narcotics are to be weighed and packaged. The seizure shall be photographed by SID to reasonably demonstrate the total amount of the suspected controlled substance seized and to be destroyed. Scientific Investigation Division personnel will remove the

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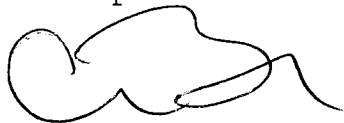
required number of samples for testing, and weigh and package the controlled substance in accordance with Department procedures for packaging evidence. The officer(s) responsible for the seizure shall maintain control of the evidence and book it into Property Division.

**III. GANG AND NARCOTICS DIVISION'S RESPONSIBILITY.** When the Complaint Unit, GND, is notified of a seizure of a controlled substance in excess of 30 pounds net weight that is going to be booked into Property Division, they shall respond to the location to provide advice, if necessary, and ensure that the proper procedures for completing a Property Report have been followed, as set forth in the Officer's Responsibilities section of this Order.

**AMENDMENT:** This Order amends Section 4/540.75 of the Department Manual.

**MONITORING RESPONSIBILITY:** The Commanding Officer, Gang and Narcotics Division, shall have monitoring responsibility for this directive.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Internal Audits and Inspections Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK  
Chief of Police

Attachment

DISTRIBUTION "D"

Los Angeles Police Department  
PROPERTY REPORT

IF EVIDENCE CONT., COMPLETE SHADED AREAS ONLY. IF NOT EVID. CONT., COMPLETE ENTIRE FORM.

Page 1 of 2

<input checked="" type="checkbox"/> NARC <input type="checkbox"/> FIREARM <input checked="" type="checkbox"/> SEARCH <input checked="" type="checkbox"/> MONEY		TOTAL U.S. CURR. BKD. <b>\$2,500.00</b> EVID. <input checked="" type="checkbox"/> NON-EVID. <input type="checkbox"/> ONLY 1 CATEGORY PER REPORT		IF RELATED TO PREV BKD EVID, USE THAT DR <b>DR 11-902555</b>	
DATE AND TIME OF THIS REPORT <b>02/09/2011 1000</b>		DATE PROPERTY BKD. <b>02/09/2011</b>		IF RELATED TO PREVIOUSLY BOOKED EVIDENCE, ORIG. EVID. BKD. TO (IN THIS CASE COMPLETE ENTIRE REPORT)	
RESIDENCE ADDRESS		ARRESTEE <input checked="" type="checkbox"/> EVID. CONT. OF ARREST REPORT <b>DOE, JOHN</b>		DOB <b>01/01/1970</b>	
RESIDENCE ADDRESS (BUS. ADDRESS IF VICT. IS BUSINESS)		VICTIM <input type="checkbox"/> EVID. CONT. OF PIR (IF NO ARRESTEE)		CHARGE BKD. DR <b>11360 H&amp;S</b> BKG. # <b>5011332</b>	
RESIDENCE ADDRESS		<input type="checkbox"/> OWNER OR IF UNKNOWN <input type="checkbox"/> FINDER/POSSESSOR		R - <input type="checkbox"/> B - <input type="checkbox"/>	
AREA OR CITY, & DATE CRIME OCCUR		TYPE OF PREMISES		DEPT. EMPLOYEE IF BOOKED TO SERIAL NO. DIVISION	
IS THIS STOLEN PROPERTY? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		PROBABLE CRIME <b>11360 H&amp;S</b>		DATE & TIME PROP. FOUND TAKEN INTO POLICE CUSTODY - LOCATION - <b>02/09/2011 9:00 333 Nowhere Street, Compton, CA 90220</b>	
IS THIS FOUND PROPERTY? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		DATE & TIME FOUND PROPERTY DISCOVERED		-LOCATION DISCOVERED <b>Compton</b>	
INVESTIGATIVE UNIT <b>GND</b>		PROP. BKD. AT <b>PROP DIV</b>		NOTIFICATIONS - PERSONS & UNITS <b>SID Narcotic Lab / Photos Jones #N1234</b>	
CONNECTING REPORTS - TYPE & DR <b>Arrest Report, DR# 10-9902555</b>		Use of Evidence Continuation: Use only with Arrest Report or, if no Arrest Report, with PIR. Do not use if evidence is related to previously booked evidence. To book evidence, staple this page on top of Arrest Face Sheet (or PIR Face Sheet, if no arrest) and forward with evidence.			
1. CIRCUMSTANCES (WHERE FOUND, BY WHOM, HOW MARKED, ETC.) EXPLAIN IF 10.10.00 NOT ISSUED. GIVE RESULTS OF CRT CHECKS ON FIREARMS. 2. ITEMIZE PROPERTY (LIST NARCOTICS FIRST, THEN MONEY, FIREARMS, PROPERTY WITH SERIAL NUMBERS, AND OTHER PROPERTY, IF RELATED TO PREVIOUSLY BKD EVIDENCE, START WITH NEXT SEQUENTIAL ITEM NUMBER). 3. IS PROPERTY ELIGIBLE FOR IMMEDIATE DISPOSAL? YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES, LIST ITEM #S ENSURE AN "EXTRA COPY" IS FORWARDED TO THE PROPERTY DISPOSITION COORDINATOR (PDC) FOR INPUT INTO APIMS. IF PROPERTY IS ELIGIBLE FOR RELEASE, COMPLETE A PROPERTY DISPOSITION/UPDATE REQUEST, FORM 10.06.00, AND FORWARD IT TO THE PDC FOR INPUT INTO APIMS.					
ITEM NO.	QUANT.	ARTICLE	SERIAL NO./TYPE TEST OF DRUG	BRAND/DRUG WEIGHT, UNITS	MODEL NO./DRUG TEST RESULT
***REMINDER*** Photographs should be taken of the entire seizure. The photos should be taken by SID personnel and an SID Photo Lab Unit control number will be issued. If they are not available, photos taken by Department personnel shall be turned into SID where an SID Photo Lab Unit control number will be issued. The control number should be listed at the beginning of the Property Report. If the control number is issued after the completion of the Property Report, a Follow-up Report, Form 3.14.00, shall be completed adding the control number to the Property Report. The following items should be listed in order: First item should be a minimum of ten pounds, but not exceed thirty pounds. (Note: If marijuana, the ten pounds can include leaves, stalks or branches.) The next item should be five random samples from the total remaining seizure. (Note: If the seizure comes from multiple locations, the samples should come from a variety of each location. A notation and separate photographs should be taken for each location where the samples were recovered.) The remaining items may be eligible for pre-trial destruction when storage problems arise at Property Division, pursuant to 11479 of the California Health and Safety Code.					
***EXEMPLAR*** On February 9, 2011, Gang and Narcotics Division detectives served a search warrant at 333 Nowhere Street, Compton. During the service of the warrant, Investigating Officer Johnson, Serial No. 12345, recovered the below listed items:					
PROPERTY BOOKED: <b>1 Box 1 of 1 Marijuana 10.00 lbs gross Green leafy material resembling marijuana (recovered from the northwest bedroom closet)</b>					
Preliminary Drug Test		SUPERVISOR/INVESTIGATING OFFICER TESTING SERIAL NO.		WITNESSING OFFICER SERIAL NO.	
Search Warrant Info		DATE <b>02/09/2011</b>		ISSUED BY JUDGE <b>Blackwell</b>	
SUPERVISOR APPROVING SERIAL NO.		10.10.00 ISSUED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		COURT NO. <b>30</b>	
DATE & TIME REPRODUCED		DIVISION		CLERK	
REPORTING EMPLOYEE(S) <b>Johnson, J.</b>		SERIAL NO. <b>12345</b>		DIV. DETAIL <b>GND 12N77</b>	
PERSON REPORTING (SIGNATURE) <b>X</b>					

CHECKS, CREDIT CARDS, ETC. (CCD, PLUS OVB)  
FORGERY/A LA DETSHARBOR DETS, IF THEIR OCCURRENCE

NARCOTICS (GND)



FIREARM (DSVD & R & L CRIMEPROP. TT SPVR)

EXTRA COPIES TO:

## PROPERTY REPORT

DR NO. 11-902555

ITEM NO.	QUANT.	ARTICLE	SERIAL NO./TYPE TEST OF DRUG	BRAND/DRUG WEIGHT, UNITS	MODEL NO./DRUG TEST RESULT	MISC -COLOR, SIZE, INSCRIPTION, CALIBER, ETC. IF MULT ARREST, INCL NAME/BKG. # FROM WHOM TAKEN
2	Box 1 of 1	Marijuana		10.25 lbs gross		Green leafy material resembling marijuana
			(contains five random samples recovered from the n/w bedroom closet and kitchen)			
3	Box 1 of 2	Marijuana		24.50 lbs gross		Green leafy material resembling marijuana
			(recovered from kitchen cabinet)			
	Box 2 of 2	Marijuana		26.60 lbs gross		Green leafy material resembling marijuana
			(recovered from kitchen cabinet)			
4	U.S. Currency					Misc denominations \$2,500.00
			(recovered from deft's rt front pants pocket)			
5	Paperwork					Misc paperwork in name of deft
			(recovered from the n/w bedroom dresser drawer)			